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PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA
DEPARTMENT OF CO-OPERATION
PALACE COMPOUND, AGARTALA
(Tel No.91-381-232-3765, Fax -232-5935, Email ID : rcstripura2013@gmail.com)

No.F.1(80)/COOP/IT/2014(PAD-2)/2902-2931 Dated, Agartala, the 27th March, 2026.

MEMORANDUM

WHEREAS, **"EASE OF DOING BUSINESS"** is a priority of the State Government;

WHEREAS, every eligible citizen shall have right to obtain citizen related eligible services in the State as per the provision of section 3 (1) of the Tripura Guaranteed Services to Citizen Act, 2020 within the stipulated period as display the same on the notice Board of office;

THEREFORE, there is a need to define clear timeline for approval of Registration Certificate/ Amendment of Bye Laws/Renewal of Registration and service procedures for obtaining the Certificate, approved Bye-laws etc of NGOs/Societies under the provision of the Societies Registration Act. 1860 read with the Societies Registration (Tripura amendment) Act, 2025;

Now, considering all aspects, it is ordered that, the Registering Authority should issue the required Registration Certificate, Certificate of amendment of bye-laws and Certificate of Renewal of Registration of eligible Societies **within 15 (fifteen) days** from the date of receipt of the application in complete manner or may ask for additional documents /records or reject the application with intimation to the applicant showing proper reason under the Societies Registration Act. 1860.

The Service procedure & a check memo are enclosed.

This is issued in partial modification of the earlier Memorandum vide even no. No.F.1 (80)/COOP/ IT/2014(PAD) dated 07-11-2017 issued by the Deputy Secretary to the Government of Tripura, Department of Co-operation.

This will take effect from the date of its publication in official Gazette.

Digitally signed by (D. Debbarma, IAS), Dasharath Debbarma
Date: 26-03-2026 11:01:09
Additional Secretary, to the Government of Tripura.

SERVICES TO CITIZEN

O/o the Registrar of Societies, under the Department of Cooperation, Government of Tripura, SERVICE PROCEDURES FOR REGISTRATION OF SOCIETIES & THEIR AMENDMENT.

Name of the Department	**Department of Cooperation**
Communication Address	O/o the Registrar of Societies, Palace Compound, Samabaya Bhavan, Uttar Gate, Agartala, Sadar, West Tripura District, Pin:- 799001, (Phone-0381-2323765, Fax No.0381-2325935),(e. mail- rcstripura 2013 @ gmail.com.
Name of the Service	Approval of the Registration, Amendment of Bye-laws and Renewal of Registration of Societies under the Societies Registration Act. 1860 read with the Societies Registration (Tripura amendment) Act, 2025 applicable in Tripura.
Procedure	i. Applicant is to submit the Registration proposal/Amendment Proposal/ Renewal of Registration of eligible Societies along with required documents through online i.e Swaagat portal. Note here that, the above stated services shall continue through offline, until the services is not developing on Swaagat portal. ii. Applicants receive against receipt of acknowledgement. iii. DRCS/ARCS shall verify the proposal. iv. If found satisfactory, DRCS/ARCS forward the proposal to the Registering Authority with specific recommendation. v. If the proposal found not satisfactory by the DRCS/ARCS, observation are to be communicated to the applicant concerned. vi. On scrutiny of the proposal at RCS office, proposal shall be submitted to the Registering authority. vii. If the proposal is found incomplete, it should be returned back to the applicant for necessary correction & re- submission. viii. Registration certificate/forwarding letter etc to be issued.
Documents& Statutory form to be Submitted (in case of New Registration proposal)	i. Resolution Copy of First organization meeting on the formation of a Society under S.R.Act. 1860. ii. 1(One) copy of bye-laws duly filed up properly without any printing mistake or correction by erasing & Pasting. iii. Visit note along with Specific recommendation of concern Circle Inspector on proposal. Recommending Officer must examine the proposal carefully. iv. Nomenclature of the Society must be relevant to the objects of the Society. v. No-Objection Certificate has to be furnished along with latest "Khatian" with no, or documentary proof of house tax receipt or rent receipt or copy of electric bill by any person on whose land/premises the office of the proposed Society would be opened. No-Objection Certificate may not require in case of the Society has its own land/premises. vi. A Certificate from any Gazetted Officer has attached with the declaration about the genunity of the applicants and their signature. vii. Photo copy of voter Identity Card/ Aadhar Card may be given as proof of address & Identity of the promoter members. viii. A copy of Govt. Notification is required in case of Govt. sponsored Society. ix. NOC from the concerned authority is to be submitted in respect of the

	promoter members who are in Government service. X. In case of registration for Temple, Masjid, Gurdwara etc. sufficient documentary for proof establishing legal competent and control of applicant Society over such places should be filed.

Documents to be Submitted (in case of amendment of bye-laws)	i. Copy of first notice issued to all members of the Society for Special General meeting in regard to amendment of bye-laws of the Society (Notice issue before 15 (fifteen) days of the SGM. ii. Copy of Second Notice issued to all members of the Society for Special General meeting in regard to amendment of bye-laws of the Society (Notice issue before 30 (thirty) days of the SGM. iii. Minute's copy of the both Special General meeting with adopted the text bye-laws. iv. Text Bye-laws – 1 (one) copy duly singed by Secretary & President of the Society with seal. v. List of Executive Committee of the Society – at least for last 3(three) years. vi. Audited Accounts- at least for last 3(three) years.
Maximum number of days to wait to get this Service delivered	**15 (fifteen) days**
Whom to approach as an appeal (Competent Officer) If, the Service is not delivered in time	**Secretary of Cooperation**
Maximum number of days to wait to get decision of the Competent Officer.	**15 (fifteen) days**

WORK FLOW FOR REGISTRATION, AMENDMENT OF BYE-LAWS & RENEWAL OF REGISTRATION OF NGOs/ SOCIETIES THROUGH ONLINE.

Steps	Activity	Service level in days	Responsible
1.	Applicant Submit registration proposal/amendment proposal/Renewal of registration of eligible NGOs/Societies through online i.e Swaagat portal	**1 (one) day**	None
2.	Concerned DRCS/ARCS verify the documents, if found satisfactory, then send to the O/o the Registrar of Societies with Specific recommendation. If found not Satisfactory, observation to be communicated to the applicant	**3 (three) days**	Concerned DRCS/ARCS
3.	Dealing Assistant O/o the Registrar of Societies verify the documents, if found satisfactory, then send to Registering authority, If found not Satisfactory, observation to be communicated to the applicant,	**3(three) days**	Dealing Assistant O/o the Registrar of Societies,
4.	If found Satisfactory, registration certificate is issued by the Registering authority	**7(seven) days.**	Dealing Assistant in favour of Registering authority /Registering authority.

N.B:- Note here that, the services i.e registration/amendment/Renewal of registration of eligible NGOs/Societies shall continue through offline, until the services is not developing on Swaagat portal.